

# Fiscal Sponsorship BUDGET WORKSHEET

This worksheet is meant to help project coordinators communicate a plan for how they will raise and spend money. Organization board members must review and approve this worksheet as part of the overall renewal process. Seeing a financial plan helps board members develop strategies to support the project and approve of the ways project funds may be spent. This worksheet also helps SE Uplift staff and board understand the scope of the project (e.g. volume of transactions, types of expenses)

**Please complete a separate worksheet for each project your organization intends to add or renew.** If you already have an existing project budget showing proposed income and expenses, *make a note* of that below, and attach it to the application in lieu of completing this worksheet.

Project/Event/Activity: \_\_\_\_\_

## Proposed *income* for the coming year

1. How much money do you plan to fundraise, and from what sources (e.g. cash, check, online donations, grant)?

2. What kinds of in-kind donations do you expect to seek (e.g. donated food, venue, supplies)?

## Project *expenses* to be spent *out of the fiscal sponsorship account*

Broad Category	Item Description(s)	Estimated Cost/ Dollar Amount	Seeking In-kind? Y/N
Personnel (contracting for services, stipends, etc.)			
Supplies/Materials			
Outreach/Publicity (flyers, signage, mailings, ads)			
Event-related expenses (food, renting tables/tents, cutlery)			
Permitting/Fees			
Administration (insurance, fiscal sponsorship fee)			
Other			
<b>Total Amount</b>			